

# Tohoku University Emergency Action Plan (BCP) for Preventing Spread of COVID-19 Infection (Revised Version)

2020.4.7 enactment  
 2020.7.21 revision  
 2020.9.8 revision  
 2021.1.8 revision  
 2021.4.1 revision

The decision to move a stage (level) is determined by the task force, taking into account the overall situation of the country, the region and the campus.

This Action Plan applies to all faculties in principle. Each department or area head can set the level deemed appropriate to the situation.

LV	Standard	Research Activities	Classes	Business Trip	Internal Meetings	Student extracurricular activities	Events (Held by TU)	Administrative management system
0		Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation
1	A domestic infection has been confirmed.	Research activities can be carried out by implementing thorough infection prevention measures through each department's management system.	With adequate infection prevention measures in place, the classes will be conducted through a combination of face-to-face instruction and online instruction.	Check the infection status at the business trip location and take extra care in your activities.	In-person meetings can take place with the thorough measures to prevent the spread of infection. Online meetings are encouraged.	Extracurricular activities are permitted with the utmost care to prevent the spread of infection.	Events and activities can be held provided adequate measures to prevent the spread of infection are taken.	Usual business can take place with thorough measures to prevent the spread of infection. Depending on the nature of the work, staggered work hours and 10-30% telecommuting are recommended.
2	The government has declared a state of emergency outside of Miyagi Prefecture, and certain restrictions have been imposed.	Thorough infection prevention measures through departmental control systems can help you conduct your research activities, but we encourage you to spend less time in the workplace and work at home.	In principle, classes are conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, face-to-face sessions may be conducted with sufficient infection prevention measures in place.	Refrain from unnecessary business trips to areas where the infection is spreading.	Face-to-face meetings will be kept to a minimum, and in principle, we recommend online meetings.	In principle, prohibited	In principle, online. However, if the nature of the event requires a face-to-face session and permission has been obtained from the head of the department, the session can be conducted face-to-face in accordance with the guidelines for holding events.	While taking substantive steps to prevent infection, staggered shifts and 30% telecommuting is recommended provided the nature of the work allows.
3	A state of emergency was declared in Miyagi Prefecture by the government, and certain restrictions were imposed.	Although research activities can be carried out if departments carry out appropriate measures to prevent the spread of infection, it is recommended that everyone reduce the amount of time they spend on site and to carry out activities at home if possible.	In principle, classes are conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, and for classes for first- and second-year undergraduate students, face-to-face sessions will be conducted with sufficient infection prevention measures in place.	Only when it is absolutely necessary for business and permission from the department head has been obtained	In-person meetings should be kept to a minimum, and online meetings are recommended in principle.	In principle, prohibited. However, activities may be conducted online.	In principle, online.	While taking substantive steps to prevent the spread of infection, employees are encouraged to telework, depending on the nature of their work.
4	The infection is spreading continuously on our campus.	Research activities will be limited to the minimum number of activities, and interviews with other visitors will be avoided by taking turns.	Online lectures only	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	The number of employees will be kept to a minimum to continue important ongoing administrative duties, and the number of employees will be lessened by shortening shifts. All other employees shall, in principle, telecommute. This means 70-80% of staff shall telecommute.
5	The infection is spreading explosively on our campus.	In order to maintain a minimum level of university functions, laboratory staff may enter laboratories briefly only with permission from the departmental head or other organizational representative. In principle, staff should enter in shifts and refrain from meeting unnecessary personnel.	Online lectures only (However, staff will prohibited from conducting classes on campus) )	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	As a general rule, employees are required to telecommute except for urgent tasks that require them to come to work.

● Warning information for COVID-19

(We'll update the warning information as needed.)

- \* These restrictions do not apply to coronavirus-related medical staff and researchers.
- \* TU BCP may be revised at any time due to changes in the phase of infection, situation etc.
- \* Please consult with the office in charge of your department regarding overseas travel.
- \* Please refer to various guidelines;
  - <Research Activities>Management system for infection prevention measures in each department (2020.May 11th)
  - <Classes>The New Form of Classes in Response to the New Normal  
Guidelines for Class at BCP Level 1 and 2(2021.Jan 8<sup>th</sup>)
  - <Entrance Examinations> Guidelines for entrance examinations in response to COVID-19(2020.Oct.29<sup>th</sup>)
  - <Student extracurricular activities >Guidelines for Extracurricular Activities (2020.July 3rd)
  - <Volunteer activities>Guidelines for Volunteer activities (2020.August 5th)
  - <Dormitory> Guidelines for Residents on Preventing COVID-19 Infection (2020.June 26th)
  - <Events> Guidelines Regarding the Prevention of Coronavirus Infections at Events (2020.June 12th)
  - <Library> Open hours